

Hanover Horton Area Historical Society
105 Fairview Street P.O. Box 256
Hanover, Michigan 49241
Website: www.conklinreedorganmuseum.org

Heritage Park Event Center Rental Rates and Agreement

Event Center contact person in charge of all rentals:

Jim Allen

Phone: (517) 563-9135 E-mail: jimnlucy@frontier.com

or call: HHAHS office (517) 563-8927

Deposit _____

Check # _____

Cash _____

Wagon Ride _____

Balance Due _____

Name of renter: _____

Address: _____

City, State, Zip Code: _____

Phone: _____ Cell: _____

E-Mail: _____

1. Type of activity: _____ Setup Time: _____

2. Date of activity: _____ Start time: _____ End: _____

3. Will food be served? _____ If catered, who will be the caterer? _____

4. Space needed: Meeting Room _____ Total Building _____ Use of kitchen _____

5. Rental rates: Meeting Room (capacity 46 / 20' x 36') minimum of 2 hours for \$50 plus \$25 for each additional hour.

Entire Building, Great Room (capacity 192 / 47' x 60') minimum of 4 hours for \$300 plus \$50 for each additional hour.

6. Rental rates include the use of the kitchen as well as two hours prior to the start of the event for decorating and one hour after for cleanup.

7. A deposit of \$50 will confirm and hold the rental date. The deposit will not be refunded if the date is canceled within 14 days of the event. The balance is to be paid prior to or on the day of the event. Make checks payable to: HHAHS.

8. The renter is responsible for cleaning up as soon as the event is over. This includes cleaning of tables, kitchen, counters and floors and the removal of all decorations and placing all bagged trash in a designated area. "The deposit fee will be returned to the renter when the building is cleaned to the satisfaction of the building attendant"

9. The kitchen is not to be used for frying or grilling. Items such as crock pots, roasters, coffee makers, etc. that belong to the center, a caterer, or renter, may be setup in the kitchen or even in rooms. One refrigerator and freezer space will be provided. There is no icemaker. All table service and cooking utensils are to be provided by the renter or caterer. Dish towels are not provided.

10. All thermostats for heating, air conditioning and hot water are to be set by the center's building attendant.
11. No alcohol is to be served or present in the building or on the Society's property.
12. There is **NO SMOKING** allowed anywhere in the building.
13. All events must end no later than 12:00 Midnight and the building closed by 1:00 AM.
14. The event is to be mostly confined to the building, especially if there is loud music at night.
15. Illegal gambling, drugs and lewd or indecent conduct will not be allowed.
16. Parking must be done so there is always room for an emergency vehicle to get to any of the exterior doors. Snow or mud will affect the parking areas.
17. The upstairs or "loft" is off-limits to all guests. The gate chain is to be across the stairway.
18. Decorations are only allowed on the tables or freestanding devices. Decorations are not to be hung on the walls or ceilings. The use of nails, screws, tape or any other fasteners that would leave permanent marks are prohibited.
19. The use of lighted candles, incense, or other open flame devices are not permitted as decorations.
20. A facility attendant from the Hanover Horton Area Historical Society will be assigned to supervise the building and grounds during a rental event. The attendant shall have complete authority and control of the facility during the rental and have the right of complete access at any and all times during the event. The attendant is there to protect the best interest of the Historical Society and has the right to terminate a function at any time if misconduct is indicated. The attendant does not alleviate the renter's responsibility to maintain control of guests at all times. The renter agrees to conduct activities that do not endanger any person's safety. The attendant does not alleviate the renter's responsibility to maintain control of guests at all times.
21. The renter assumes complete and total responsibility and liability for any and all occurrences or accidents and agrees to hold harmless the Hanover Horton Area Historical Society, its members, agents, or volunteers. The renter is also responsible for any damage to the facility or grounds incurred during the time of rental.
22. Wagon rides at \$20 per hour are available (wagon holds 20 people). We would like _____hrs.

By signing, the renter indicates that they have read and agree to the terms of this document.

Signed _____ Date _____
Hanover Horton Area Historical Society

Signed _____ Date _____
Renter